

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

REGULAR MEETING MINUTES

Housing Authority Office

December 16, 2015

9:30 a.m.

Attendance: Mr. Long, Chairman; Mr. Simonsen, Vice Chairman; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Mr. Hundt, Commissioner; and Ms. Fields, Executive Director and guest Kathy Ward

The meeting was called to order at 10:00 a.m. by the Chairman.

MINUTES

A motion was made by Mr. Simonsen and seconded by Ms. Hall to accept the minutes, as amended, of the November 19, 2015 Annual Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

None

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the November bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the October Financials. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Eddy and seconded by Ms. Hall to approve the November Section 8 Statistical Report. Motion approved unanimously.

HUD - Proposed New Smoke Free Rule

HUD has proposed a new smoke free rule for federal public housing. If approved as is, it would prohibit lit tobacco products in all living units, indoor common areas, PHA administrative office buildings and outdoor areas up to 25 feet from housing and administrative office building areas. Not included in the proposal are e-cigarettes or waterpipe tobacco smoking (hookahs). Dwelling units with mixed-finance properties and Section 8 properties would be exempt. Ms. Fields stated that the currently passed MHA no smoking policy is similar to the direction HUD is proposing regarding smoking.

Interest Rates

Mr. Simonsen requested that Ms. Fields investigated the Savings Institute CD rates. They do have a rate of 2% for 36 months, with penalties for early withdrawal of principal, and an account would have to be opened. Ms. Fields suggested that we wait to see if the predicted interest rate increase by the Federal Reserve occurs at their meeting today and what effect that might have on rate at our current banks. Mr. Simonsen suggested that Ms. Fields ask our current banking partners if they would be willing to match or come close to this rate to eliminate the need to open new accounts.

REPORT FROM TENANT REPRESENTATIVE

General Reports

None

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

Holinko Development

Lenard Engineering Contract

The survey contract for Holinko has been put on hold to reconsider what will be required for the final project. If an A2 will be required, then the Board should consider paying for an A2 now and not taking the survey interim step for \$2,500. Ms. Fields received a quote for an A-2 from Lenard Engineering for \$21,700.00. After discussion, Ms. Fields was requested to speak with Women's and ascertain whether holding off until the results of the pre-development loan is known would have a negative effect on the overall process.

New Ecology

Ms. Fields received an updated on contract adding HVAC engineering consulting to the contract at a cost of \$3,100. Ms. Fields requested approval for the increase in the contract amount.

A motion was made by Mr. Simonsen and seconded by Mr. Hundt to approve the contract in the amount of \$17,100. Motion approved unanimously.

Green Charrette

The meeting was held on December 3, 2015. Attendance included New Ecology representatives, who organized the charrette, Kathy Dorgan, architect, an Eversource representative, who discussed all the incentives available from Eversource; Mansfield Housing Authority representatives; Mansfield Nonprofit Housing Development Corporation representatives; a CT Green Bank representative; and representatives from the Women's Institute. A thorough review of the audit completed by New Ecology on the existing building lead into a discussion on energy efficiency upgrades that could be done including the building envelope, HVAC, domestic hot water and appliances. That was followed by a lengthy discussion of building the new units to the Passive House design standards or as close as possible.

Dorgan Architecture and Planning Contract

Ms. Fields received a contract from Dorgan Architecture and Planning for the Holinko Phase II project. The total contract amount is \$27,800. Mr. Simonsen asked Ms. Fields to confirm that the architectural services will be required to go to bid once the project is approved.

Development Coordinator Position

Ms. Fields received 19 resumes. She and other office team members interviewed three candidates for the position. After discussion of the applicants, Ms. Fields recommended an offer be made to Brittany Demers.

A motion was made by Ms. Hall and seconded by Mr. Eddy for an offer to be made to Brittany Demers. Motion passed. Mr. Simonsen recused himself.

Maintenance Driveway Letter

At Mr. Eddy's request, this item has been deferred to the next meeting

Wrights Village Pet Policy

At Ms. Fields request, this item has been deferred to the next meeting.

NEW BUSINESS

Section 8 Changes in Administration

As part of the Fixing America's Surface Transportation (FAST) Act, Congress has approved a change that will reduce the administration of the Section 8 Program. It has approved triennial recertifications for families whose income is primarily (at least 90%) fixed. This reduction in recertifications will be about 40% of our current participants. This will also allow the Section 8 Coordinator to handle more client files in the future.

Section 8 Changes to Fair Market Rent (FMR) or Payment Standard

The final FMR for Willington, Coventry and Mansfield had a small change. Ms. Fields stated that this has never happened in her ten years as Executive Director. Because the December and January recertifications have been completed and filed with HUD and the appointments for February recertifications are being done tomorrow, Ms. Fields is requesting that the Board approve the proposed FMR for Willington, Coventry and Mansfield as published and not use the final FMR as published. The proposed FMR is within the 10% discretionary window for which the Housing Authority can adjust the FMR.

A motion was made by Ms. Hall and seconded by Mr. Simonsen to use the HUD's 2015 Proposed FMR, effective December 1, 2015, for Willington, Coventry and Mansfield. Motion approved unanimously.

MEETING DATE REVIEW

The next meeting will is scheduled on January 21, 2016 at 9:30 a.m.

OTHER BUSINESS

ADJOURNMENT

The Chairman declared the meeting adjourned at 11:27 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairman